

GREAT PLAINS INTERAGENCY DISPATCH CENTER

STANDARD OPERATING GUIDE # 26

TITLE: South Dakota, Burn Permit Program

EFFECTIVE DATE: November 1, 2006

UPDATED: April 2013

INTENT: Define the procedure for issuing Burning Permits

PROCEDURE:

Everyone involved in Issuing State Burn Permits is responsible for observing the provisions of this SOG.

Anyone desiring to burn an open fire within the Black Hills Fire Protection District (BHFPD) must obtain a Burn Permit prior to ignition. This Burn Permit Program applies only within the BHFPD; persons living outside that area must contact their County 911 Center or local VFD. The Burning Permit program is a State of South Dakota Program, overseen by Jim Strain the Chief Operations Officer of the State.

1. Logging In

- 1.1. To issue a Burn Permit, open the Burn Permit web site at:
www.sd.gov/burnpermits. The following log-in window will open:



South Dakota Department of Agriculture Burning Permit



Please enter your user name and password.
If you don't have a user name and password
click [here](#)

User
Name:
Password:

1.2. Enter your **User Name** and **Password**, click on “Submit”. If you have not been given a username and password (or have forgotten it), have a supervisor issue you one.

1.3. Be aware that the public can go online and obtain a burn permit directly. They use the same program we do, though we have considerably more privileges than they have.

2. Issuing A Permit

2.1. Upon logging in, the following screen will appear. Note that under the Welcome Statement, there are a number of Action Links. The two which you will use most frequently in issuing Burn Permits are [Issue Permit](#) and [New User](#). This is the usual starting screen for issuing Burn Permits.

2.2. There are a number of other links available that you may use to look up information. Among these are the [Users](#) and [See Past Permits](#) links, which may be used to look up forgotten User Names, old permit information, etc. As time permits, navigate around and see what types of information are available through these links.



- 2.3. When a call comes in for a Burn Permit, inquire of the caller what county they live in and check to see if their county is currently issuing permits.
- 2.4. If the caller's county is not currently issuing permits, politely inform the caller of that fact and ask them to call back when conditions are more conducive to burning. **DO NOT DEBATE THE ISSUE WITH THE CALLER.** If the caller becomes belligerent or wants to debate the issue, refer him/her to their County FMO or directly to Jim Strain. In general, there must be at least 2 inches of continuous snow on the ground and a favorable forecast that the snow is going to last a few days...but that is up to the FMO's to decide.
- 2.5. If the caller's county is currently issuing permits, determine if the caller has a current User Profile or not. If they do, click on [Issue Permit](#) and proceed to the next screen. Read the legal information to them, Scroll to the bottom of this screen, check the "I agree..." box and click on Continue. If the caller does **not** have a current User Profile, click on [New User](#) and proceed with the instructions on Page 4.

A class 1 misdemeanor is defined as: Up to one year in the county jail or \$1000.00 fine or both.

EXCERPT FROM ADMINISTRATIVE RULES OF SOUTH DAKOTA.

[Air Pollution Control Program Article 74:36:06:07](#)

County	Condition	Date
Custer	No permits will be issued until after November 1, 2006. Check back after November 1.	9/18/2006
Fall River	No permits will be issued until after November 1, 2006. Check back after November 1.	9/18/2006
Lawrence	No permits will be issued until after November 1, 2006. Check back after November 1.	9/18/2006
Meade	No permits will be issued until after November 1, 2006. Check back after November 1.	9/18/2006
Pennington	No permits will be issued until after November 1, 2006. Check back after November 1.	9/18/2006

I agree to follow the requirements outlined on this page. ☒

Continue

- 2.6. Clicking on Continue will bring you to the screen (shown on the following page) in which you actually enter the User information to obtain the permit. Many of the blocks are self-explanatory, but some are not.
- 2.7. The **User Name** is the User Name of the individual requesting the permit. Many people will not remember it and you will have to help them by

looking it up or helping them to remember it. When we assign a User Name to a new user, we generally make it their first initial and last name (i.e. kwesche), but it can be literally *anything*. The only requirement is that it is unique to that user, and many users assign their own User Name.

2.8. The Employee ID and Issuing Officer pertain to you. Enter your info.

2.9. The rest of the blocks pertain to the location where the burning is taking place (not necessarily where the caller lives). Insure that all the pull-down boxes are set to the right information. **Location of Burn** is a physical location, not a PO Box or something...it's what County-911 would tell a VFD if they have to send them out to this location (County-911's DO NOT use Township-Range-Section). Insure that the **Start** and **End Dates** are properly formatted, mm/dd/yyyy (i.e. 11/04/2006).

2.10. When all boxes are properly populated, click on **Submit** to get the permit.

Issue Permit - Microsoft Internet Explorer provided by State of South Dakota

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address <http://www.state.sd.us/applications/AG73BurnPermit/IssuePermit.aspx> Go Links

Enter in the following information to receive a burn permit

User Name:

Employee ID:

Issuing Officer:

Fire Department:

911 Center:

Type of Burn:

Location of Burn:

(Physical Address)

City:

State:

Zip:

County:

Condition:

Start Date of Burn:

ex: mm/dd/yyyy

End Date of Burn:

ex: mm/dd/yyyy

Smokys Commandments
BREAK MATCHES
CRUSH SMOKES
BE SURE ALL
FIRES ARE OUT!
Only you can
PREVENT
FOREST FIRES!

Done Trusted sites

2.11. When you click on the **Submit** button, one of two things will happen:

- a. If the completed Permit comes up on your screen, read the Permit Number to the caller. You're done!
- b. If you come right back to the data entry screen, look for something highlighted in red. The Program has found something it didn't like about how you entered the information and returned you back to the data entry screen to fix it. The area highlighted in red is the block that needs to be fixed.

3. Entering A New User

3.1. If you clicked on [New User](#) back on Page 3, proceed with entering the user information on the screen shown on the following page.

3.2. You're going to assign the caller a **User Name** and **Password**. These can be about anything (within reason) that you want them to be, but the **User Name** must be unique to *this caller*. For example, if the caller is John Smith and you enter a **User Name** of "jsmith", chances are that "jsmith" may have already been assigned to someone else. You will then have to get a little more creative...just keep it as simple as possible, and be sure to tell the caller his/her **User Name** and **Password** when you get done.


3.3. Enter the rest of the caller's info until you get down to **Employee ID**

Collin - Microsoft Internet Explorer provided by State of South Dakota

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print View Source

Address <http://www.state.sd.us/applications/AG73BurnPermit/Collin.aspx> Go Links



**Enter in the following information
to receive a burn permit**

User Name:

Password:

Email:

First Name:

Last Name:

Mailing Address:

City:

State:

Zip:

Phone Number:

Employee ID:

Issuing Officer:

Fire Department:

911 Center:

Type of Burn:

Location of Burn:
(Physical Address)

City:

State:

Zip:


County:

Condition:

Start Date of Burn:
ex: mm/dd/yyyy

End Date of Burn:
ex: mm/dd/yyyy

One careless match...Yours?



Remember-Only you can
PREVENT FOREST FIRES!

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Done Trusted sites Pag

3.4. The **Employee ID** and **Issuing Officer** pertains to you. Enter your info.

3.5. The rest of the blocks pertain to the location where the burning is taking place (not necessarily where the caller lives). Insure that all the pull-down boxes are set to the right information. **Location of Burn** is a physical location, 911 or street address not a PO Box or something...it's what County-911 would tell a VFD if they have to send them out to this location (County-911's DO NOT use Township-Range-Section). Insure that the **Start** and **End Dates** are properly formatted, mm/dd/yyyy (i.e. 11/04/2006).

3.6. When all boxes are properly populated, click on **Submit** to get the permit.

3.7. When you click on the **Submit** button, one of two things will happen:

- a. If the completed Permit comes up on your screen, read the burn conditions and Permit Number to the caller. You're done!
- b. If you come right back to the data entry screen, look for something highlighted in red. The Program has found something it didn't like about how you entered the information and returned you back to the data entry screen to fix it. The area highlighted in red is the block that needs to be fixed.

4. Conclusion

As mentioned earlier, the public can go online and obtain a burn permit directly. They use the same program we do.

Always encourage callers to use the on-line system from home if they have internet access and they feel comfortable doing it themselves. If they are interested in doing this, give them the web address, www.sd.gov/burnpermits , and briefly explain the log-in screen and why they need to know their **User Name** and **Password**.

For those who don't have web access (or even a computer), assure them that they may still continue to call us for a burn permit just as they always have. Ask them to please remember or write down their **User Name** for the next time they call for a burn permit.